

Graphic Arts

The Tennessee Department of General Services is responsible for providing goods and services to the State government of Tennessee. Its primary customers are other State departments and agencies. It also serves vendors wishing to do business with the State, and citizens and organizations interested in purchasing surplus State and federal property. The Department's services include centralized procurement for State departments; management of the State's real estate assets; motor vehicle and equipment management; printing, media, and photographic services; postal services; warehousing and distribution; State employee parking, badging, and shuttle services; and assistance to small businesses and businesses owned by minorities, women, and veterans. For more information about the Department of General Services please visit www.tn.gov/generalservices.

The Department is currently seeking one intern on the Graphic Arts team within the Communications, Publication, and Distribution division located in downtown Nashville. The selected intern should expect to report onsite for approximately 20 hours per week and will receive \$10.00 per hour (total internship pay to be approximately \$1600).

Our aim is that over the course of the internship, interns will be able to expand their expertise in Graphic Arts, including Videography, and will have the opportunity to showcase their design knowledge through practical application and add to their portfolio with printed and digital samples.

Primary Duties

- Assist in the production of complex designs used in professional publications and presentations, entire magazines, magazine advertisements, publication covers, manuals, slide presentations, conference materials, displays, and brochures
- Assist in graphic and video design of various media types using computer hardware and software, including digital archiving of completed projects
- Produce less complex graphics for newsletters, transparencies, posters, charts, signs, buttons, certificates, and brochures
- Learn how to evaluate and conceptualize the best way to convey the client's message
- Make recommendations on the type of medium which would be best to convey the client's message and estimate size, time, cost, resources or materials needed

Requirements

- Currently enrolled or recently completed a graphic arts program
- Ideal candidates will have diverse graphics experience including both design and video/animation
- Experience with Mac and PC environments